

MANUAL OF STATE FUNDS

PREFACE

Introduction

The Manual of State Funds was originally prepared and distributed by the Department of Finance (DOF) in 1957. The manual was primarily for the use of DOF staff; however, other departments and agencies found that the information was useful and requested copies. DOF no longer provides a hard copy version of this manual because it has become so extensive. The manual is now available only at this location on the Internet.

This manual contains descriptions for all funds listed in the Uniform Codes Manual (UCM), which is another publication maintained by DOF. In the UCM, funds are presented alphabetically, numerically, by source classification, and by generally accepted accounting principles (GAAP) classification.

The description shown for each fund is brief, but provides the most significant information pertaining to the fund. Each fund description provides the administering agency, the authority that created the fund, the fund's purpose, the appropriation authority for the fund, the date the fund may be abolished, if any, and the disposition of any balance when and if the fund is abolished. If more information is needed, refer to the specific legal citation or authority identified in the fund write-up.

Any fund that currently has any budgetary or accounting activity is shown in this manual. Once a fund becomes inactive or is abolished, it may remain in the manual until all fiscal activity has been cleared.

Fund Accounting

The administering agency of a fund usually maintains the general accounting records and related budgetary accounts for the fund and prepares the Fund Condition displayed in the Governor's Budget, where applicable, in accordance with the State Administrative Manual (SAM). The administering agency is also responsible for the Schedule 10R (Supplementary Schedule of Revenues and Transfers). In some smaller agencies, the accounting function may be delegated to, or contracted with, another State agency. All receipts for a fund are deposited to the credit of the fund in the State Treasury and can only be withdrawn by order of the State Controller.

The State Controller's Office maintains summary records that account for the revenues, expenditures, appropriations, and fund balance for each fund.

Fund Classification

Funds are classified both on a legal/budgetary basis and GAAP basis.

The **legal/budgetary** basis classifications are as follows:

Governmental

- General Fund (G)
- Special (S)
 - General Fund Special Accounts
 - Transportation Funds
- Special (S) *continued*
 - Feeder Funds
 - Other Governmental Cost Funds
 - Unallocated Special Funds

Non-Governmental

- Bond (B)
- Federal (F)
 - Trust and Agency Funds – Federal
- All Other Non-Governmental (N)
 - Trust and Agency Funds – Non-Federal
 - Retirement Funds
 - Unallocated Non-Governmental Cost Funds
 - Public Service Enterprise Funds
 - Working Capital and Revolving Funds
 - Various Unclassified

Governmental cost funds are used to record and report the normal cost of State government.

Non-Governmental cost funds are used to record and report activities from sources other than general and special taxes, licenses, and fees.

The **GAAP** basis classifications are divided into three fund categories as follows:

Governmental Funds

- General Fund
- Special Revenue Funds
- Capital Projects Funds

Proprietary Funds

- Enterprise Funds
- Internal Service Funds

Fiduciary Funds

- Trust and Agency Funds – Other
- Trust and Agency Funds – Federal

Governmental type funds are used to account for most governmental functions. They account for the acquisition, use, and balances of the government's expendable financial resources and related current liabilities.

Proprietary type funds are used to account for a government's ongoing organizations and activities that are paid for by user charges and are similar to those found in the private sector.

Fiduciary type funds are those funds in which the governmental unit is acting in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Two other fund classifications are included in this manual. The classification, Budgetary/DOF USE ONLY, is used to allow presentation of estimated revenues or expenditures pertaining to several "real" funds without assigning accountability to each fund.

The classification, CALSTARS USE ONLY, is used to fulfill requirements for certain transactions necessitated by the automated accounting system.

Appropriation Authority

Each fund description contains information related to appropriation authority. Most funds are appropriated through the budget process; however, some funds may be continuously appropriated. Refer to Government Code Section 13340 as amended by Control Section 30.00 of the annual Budget Act for further information regarding continuous appropriation authority.

If you have any questions, comments or changes to the information contained in the Manual of State Funds, please contact the Fiscal Systems and Consulting Unit at the Department of Finance either by e-mail at fscuhotline@dof.ca.gov or by telephone at (916) 324-0385.